

# **SiteManager** **Training Manual**



Module F  
Chapter 3-2

**Materials Management**  
**Approved Lists**

## **F 3-2-3**

# **Viewing Samplers Qualifications**

**Student's Version**

Indiana Department of Transportation  
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## Viewing the Sampler's Qualifications

This document will explain how to view a sampler's sampling qualifications in accordance with the Qualified Laboratory Technician Program and the Certified Technician Program.

**Trainer's Note:** Qualified Laboratory Technician Program is INDOT and Consultants working for INDOT. The Certified Technician Program is the HMA, CAPP, and Structural Concrete that are taught at Purdue and Rose Hulman.

Inspector (Sampler): INDOT representative that

- physically obtains a sample
- witnesses a sample being taken, or
- directs a sample to be taken when the sample is obtained more than 60 miles outside of Indiana



“Double-click” on the **Material Management** icon located on the **Main Panel**.



“Double-click” on the **Approved Lists** icon.



“Double-click” on the **Samplers Qualifications** icon.

**Select Sampler**

Selection

User ID

Find :

User ID

User ID	User Name	SM User	Sampler	Tester	Global Tester
d90abern	Bernoli, Anthony	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d90acoat	Coate, Autumn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d90afaul	Fault, Ash	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d90alinc	Lincoln, Abraham	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d90amann	Mannington, Anitha	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
d90anorm	Normal, Abby	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d90asmit	Smith, Ahanu	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

OK Cancel

Use the Scroll or Find/Filter/Sort technique to locate the appropriate **Sampler's Name**.

“Double-click” on the appropriate **Sampler Name**.

**AASHTO SiteManager**

File Edit Services Window Help

**Sampler Qualifications**

User ID: d90amann User Name: Mannington, Anitha

Geographic Area: Spaces

SM Security User ☒ Sampler ☒ Tester ☒ Global Tester ☒

INDOT Test Method	Type	Authority	Effective Date	Expiration Date	Active Ind
T141 - Concrete	Qual Tech	2007 INDOT - IA	08/31/07 00:00:00	08/30/08 23:59:59	Y
T141 - Concrete	Qual Tech	2007 INDOT - Written	08/31/07 00:00:00	08/30/08 23:59:59	Y
Other	Other	Other	01/01/06 00:00:00	12/31/49 00:00:00	Y

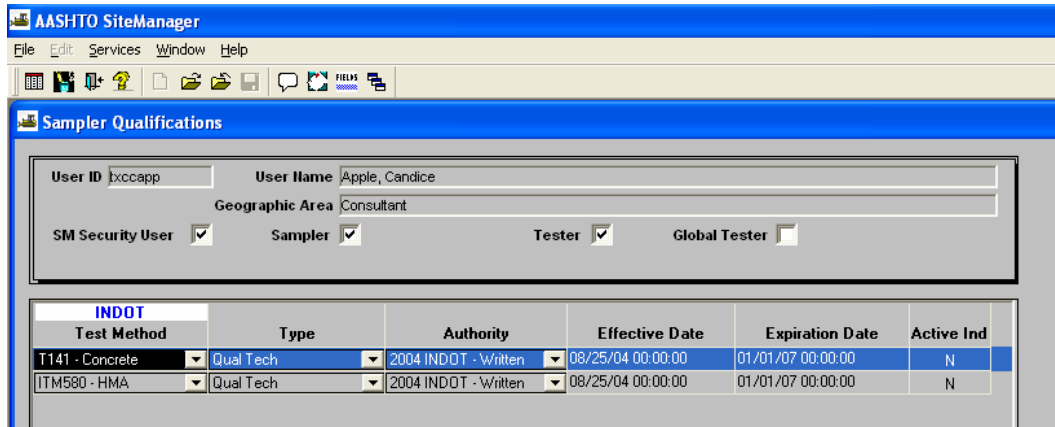
**User ID:** The **User ID** is the inspector's unique SiteManager ID.

**Name:** The **Name** is the name of the Inspector.

**Geographic Area:** The **Geographic Area** is used to organize inspectors based on a common geographic work area. Non-INDOT inspectors are assigned a **Geographic Area** indicative of their title ie: Local Government Agency, Contractor, Consultant, or Supplier.

## Viewing a Sampler in the Qualified Laboratory Technicians Program

**Note:** Qual Tech Program is INDOT and Consultants working for INDOT



Test Method	Type	Authority	Effective Date	Expiration Date	Active Ind
T141 - Concrete	Qual Tech	2004 INDOT - Written	08/25/04 00:00:00	01/01/07 00:00:00	N
ITM580 - HMA	Qual Tech	2004 INDOT - Written	08/25/04 00:00:00	01/01/07 00:00:00	N

Additional information pertaining to samplers that are in the Qualified Laboratory Technicians Program is in the bottom panel.

Change the focus to the bottom panel by “clicking” in the bottom panel.

**Test Method:** The **Test Method** field indicates the sampling test method and material associated to the test method. The **Test Methods** utilized for sampling are:

- IT207 Aggregate
- IT580 HMA
- T141 Concrete
- T40 Binder


**Note:** Test Methods that start with IT = ITM Test Methods

**Type:** The **Type** indicates the type of sampling program. The selection that will be utilized per the Qualified Laboratory Technicians Program is **Qual Tech**.

**Authority:** The **Authority** field indicates the year and how the sampler was qualified, certified or passed a proficiency test.

**Effective Date:** the **Effective Date** is the date the sampler passed the proficiency qualification requirement and is allowed to sample the material.

**Expiration Date:** The **Expiration Date** is the date that the sampler shall no longer be allowed to sample the material without some type of additional approval process.

“Click” the **Close**  button located on the toolbar to exit the Inspectors window.

## Viewing a Sampler in the Certified Technician Program

**Note:** These consist of contractor's samplers for CAPP, HMA and Structural Concrete materials.

**AASHTO SiteManager**

File Edit Services Window Help

**Sampler Qualifications**

User ID: [bxsciate] User Name: [Later, Cea U.]  
Geographic Area: [Supplier]  
SM Security User: ☒ Sampler: ☒ Tester: ☒ Global Tester: ☐

INDOT	Test Method	Type	Authority	Effective Date	Expiration Date	Active Ind
	T141 - Concrete	Cert Tech - Str. Concrete	2007 Purdue - Str. Conc.	01/01/07 00:00:00	01/01/10 00:00:00	Y
	ITM207 - Aggregate	Cert Tech - Str. Concrete	2007 Purdue - Str. Conc.	01/01/07 00:00:00	01/01/10 00:00:00	Y
	T141 - Concrete	Cert Tech - Str. Concrete	2003 Purdue - Str. Conc.	01/01/04 00:00:00	01/01/07 00:00:00	N
	ITM207 - Aggregate	Cert Tech - Str. Concrete	2003 Purdue - Str. Conc.	01/01/04 00:00:00	01/01/07 00:00:00	N

Additional information pertaining to samplers that are in the Qualified Laboratory Technicians Program is in the bottom panel.

Change the focus to the bottom panel by “clicking” in the bottom panel.

**Test Method:** The **Test Method** field indicates the sampling test method and material associated to the test method. The **Test Methods** utilized for sampling are:

- IT207 Aggregate
- IT580 HMA
- T141 Concrete
- T2 Aggregate
- T40 Binder

**Type:** The **Type** indicates the type of sampling program. The Types available for the Certified Technician Program are:

Cert Tech - CAPP  
Cert Tech – HMA  
Cert Tech – Structural Concrete

**AASHTO SiteManager**

File Edit Services Window Help

**Sampler Qualifications**

User ID:  User Name:  Geographic Area:

SM Security User: ☒ Sampler: ☒ Tester: ☒ Global Tester: ☐

Test Method	Type	Authority	Effective Date	Expiration Date	Active Ind
T141 - Concrete	Cert Tech - Str. Concrete	2007 Purdue - Str. Conc.	01/01/07 00:00:00	01/01/10 00:00:00	Y
ITM207 - Aggregate	Cert Tech - Str. Concrete	2007 Purdue - Str. Conc.	01/01/07 00:00:00	01/01/10 00:00:00	Y
T141 - Concrete	Cert Tech - Str. Concrete	2003 Purdue - Str. Conc.	01/01/04 00:00:00	01/01/07 00:00:00	N
ITM207 - Aggregate	Cert Tech - Str. Concrete	2003 Purdue - Str. Conc.	01/01/04 00:00:00	01/01/07 00:00:00	N


**Authority:** The **Authority** field indicates the year and how the sampler was qualified, certified or passed a proficiency test. The selections that will be utilized when a sampler is certified are:

- YYYY Purdue - CAPP
- YYYY Purdue – Str. Conc.
- YYYY Rose Hulman – HMA

where YYYY is the year the sampler is certified.

**Effective Date:** The Effective Date indicates the year the sampler is certified.

**Expiration Date:** The **Expiration Date** is the date that the sampler shall no longer be allowed to sample the material without some type of additional approval process.

“Click” the **Close**  button located on the toolbar to exit the Inspectors window.

### F-3-2-3 Group Exercise #1

Log into SM as inquire  
Password pass

#### Navigation from **Main Panel**:

Double-click: **Materials Management (+)** icon

Double-click: **Approved Lists (+)** icon

Double-click: **Samplers Qualifications** icon

#### **Top Panel**

Click the **Open** button located on the toolbar

**Sample By (Insp. ID):** Select: txcaalam Alamode, Amanda

#### **Bottom Panel**

Click in the bottom panel

**Type:** Locate: Qual Tech

**Test Method:** Locate: ITM207- Aggregate

**Authority** Locate: 2004INDOT -IA

**Effective Date:** Note: 03/11/04

**Expiration Date:** Note: 01/01/07

**Note:** After Discussion: Click the **Close**  button to exit the **Inspectors** window.



## F-3-2-3 Group Exercise #2

Log into SM as d90afaul  
Password pass

Navigation from **Main Panel**:

Double-click: **Materials Management (+)** icon

Double-click: **Approved Lists (+)** icon

Double-click: **Inspectors** icon

### Top Panel


Click the **Open**  button

**Sample By (Insp. ID):** Select txxsskoo Skooter, Skeeter

### Bottom Panel

Click in the bottom panel

<b>Type</b>	Select	<u>Cert Tech</u>
<b>Test Method</b>	Select	<u>T40-Asphalt Material</u>
<b>Authority</b>	Note	_____
<b>Effective Date</b>	Note	_____
<b>Expiration Date</b>	Note	_____

**Note:** After Discussion: Click the **Close**  button to exit the **Inspectors** window.